

## DEMOLITION PROCEDURES

### GENERAL INFORMATION

1. Permits are required to construct, enlarge, alter, or demolish a structure within the City of Gaithersburg. (City Code Chapter 5)
2. All requests for demolition are reviewed by the Mayor and City Council of Gaithersburg with the exception of structures which are ordered to be demolished by the City Code official.
3. Prior to issuance of each demolition permit, the applicant is required to:
  - a) File a permit, accompanied by a photograph of the structure, and an application fee. Refer to current fee schedule.
  - b) Provide copies of letters sent to adjacent property owners giving notification of pending demolition (see City Code Chapter 5-2; BOCA 110.2).
  - c) Submit letters certifying that utility companies have disconnected all service to the endangered building (i.e., electricity, gas, water, sewer, telephone).
  - d) Post a bond for the total cost of demolition and stabilization of the site.
  - e) Prepare a photographic record of the premises prior to demolition. (This requirement is waived in certain instances.)

## Section 110.0 Demolition of Structures

110.1 Service Connections: Before a structure is demolished or removed, the owner or agent shall notify all utilities having service connections within the structure such as water, electric, gas, sewer and other connections. A permit to demolish or remove a structure shall not be issued until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner.

110.2 Notice to adjoining owners: Only when **written** notice has been given by the owners of adjoining **lots** and to the owners of wired or other facilities, of which the temporary removal is necessitated by the proposed work, shall a permit be granted for the removal of a building or structure.

110.3 Lot regulation: Whenever a structure is demolished or removed, the premises shall be maintained free from all unsafe or hazardous conditions by the proper regulation of the **lot**, restoration of established grades and the erection of the necessary retaining walls and fences in accordance with the provision of Chapter 33.

### Section 3310.0 Demolition and Excavation

3310.1 Notice of intent: The person intending to cause a demolition or an excavation shall deliver **written** notice of such intent to the owner of each potentially affected adjoining **lot**, building or structure at least one week prior to the commencement of work. The notice shall request license to enter the potentially affected lot, building or structure prior to the commencement of work and at reasonable intervals during the work to inspect and preserve the **lot**, building or structure from damage.

3310.2 Protection of adjoining property: If afforded the necessary license to enter the adjoining **lot**, building or structure, the person causing the demolition or excavation to be made shall at all times and at his or her own expense preserve and protect the **lot**, building or structure from damage or injury. If the necessary license is not afforded, it shall be the duty of the owner of the adjoining **lot**, building or structure to make safe his or her own property, for the prosecution of which said owner shall be granted the necessary license to enter the premises of the demolition or excavation.

3310.2.1 Removal of debris: All waste materials shall be removed in a manner which prevents injury or damage to persons, adjoining properties and public rights-of-way.

3310.3 Notice to the code official: If the person causing a demolition or excavation to be made is not afforded license to enter an adjoining structure, that person shall immediately notify in **writing** both the code official and the owner of the adjoining property that the responsibility of providing support to the adjoining **lot**, building or structure has become the exclusive responsibility of the owner of the adjoining property.

3310.4 Grading of lot: Where a structure has been demolished or removed and a building permit has not been approved, the vacant **lot** shall be filled, graded and maintained in conformity to the established elevation of the street grade at curb level nearest to the point of demolition or excavation. Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

3310.5 Utility connections: All service utility connections shall be discontinued and capped in accordance with the **approved rules** and the requirements of the authority having jurisdiction.

## DEMOLITION SCENARIO FOR BUILDINGS WITHIN THE HISTORIC INVENTORY

